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Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040017-9

(50)

9 September 1953

MEMORANDUM FOR:

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SUBJECT : Report of Message Center Operations,
1 - 31 August 1953

1. Cables Processed

a. Tab A provides statistical data regarding cables processed during the month of August 1953. The figures listed on Tab A pertain only to CIA cable traffic, since non-CIA cable traffic was transferred on 19 August to . This traffic increased from 7,185 in July to 7,554 in August.

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b. Significantly, it will be noted that during August an across-the-board reduction of CIA cable volume was accomplished. In every category of traffic handled, substantial reduction was effected. The Signal Center informs us informally that total wordage decreased 15% in August. This exactly matches our figure of 15% fewer cables handled in August over July. Thus for the first time it appears a true reduction has been accomplished.

c. The volume of cables distributed to the Director during August totaled 921, setting a new high. This represents 8.5% of the total volume handled. Coverage of the Iranian situation is clearly the most significant contributing factor in this unusual volume for the Director.

d. Tab B provides a comparison of July and August volumes and indicates the reduction accomplished in each category.

e. Tab C is a comprehensive tabulation of statistics pertaining to traffic handled during the months of July and August. The following elements are included in the tabulation:

(1) Percentile statistics separating traffic into the three categories of Operational, Administrative and Intelligence.

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(2) Percentile statistics on traffic exchanged with the overseas geographic areas represented by the various Foreign Area Divisions.

(3) Percentile statistics showing assignment of action on incoming cables and confirmation on outgoing cables by organizational component.

2. Personnel

a. On 12 August 1953 I was advised that the DD/A Career Service Board is now operative and that the transfer of the Cable Secretariat personnel (office) files was in order. Attached as Tab D is a copy of my letter to [] on this subject. The transfer was effected on 17 August and from that date we have assumed the administration of our own affairs and personnel. Based on verbal authority I received from Colonel L.K. White, Acting Deputy Director (Administration), I have prepared and, will release on 1 September 1953 promotion actions on [] from GS-9 to GS-11. I shall also release during September a promotion action on Mr. [] Chief of our Distribution Section, from GS-7 to GS-9. The promotions of [] merely represent completed administrative action since the Communications Career Service Board had unanimously approved these promotions on 11 June 1953, subject to a September effective date. I am pleased to report that four other promotions for our senior staff employees were effected during August in accordance with the schedule made by [] They are:

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These officers are primarily utilized to assist our four regular Watch Officers in affecting continuous around-the-clock selection and briefing of cables for the Director, and in acting as Clandestine Services Duty Officer. In next month's report I shall include a brief biographical sketch of our senior personnel in order that you might know them better since it is largely their work you see reflected in our normal service to the Director.

b. With the transfer of three persons to [] in connection with the transfer of non-CIA traffic, our T/O is reduced to [] and our Budget is reduced by \$13,000. I have signed a memorandum of concurrence which will eventually affect these adjustments with the Offices of Wage and Classification and Budget.

c. Our personnel strength improved during August---we lost two girls by resignation as anticipated. In the closing days of the month we gained four typists, one mail clerk, and a secretary, [] as a replacement for [] who resigned on 6 June. These new arrivals will enable us to operate with improved efficiency. Net on-duty strength now totals [] Vacancies total 10. Of our original 24 processees, 6 have entered on duty and 4 failed to receive security clearance. Included among the 14 remaining processees are 3 courier candidates; their service is considered vital to the speed of service we can offer. As previously reported we have been forced to cut back our scheduled deliveries from six to four trips per day. We anticipate one courier to enter on duty 8 September and this will enable us to add one trip to our scheduled runs. As additional couriers EOD we shall be able to improve our service steadily. I wish to emphasize the importance of getting couriers since it appears pointless to strive for improved handling all along the line within the Message Center, only to have the end product delayed in delivery.

3. General

a. On 18 August 1953 [] departed for Fort Leavenworth to attend the Army General Staff School. He is expected to return on or about 1 January 1954. [] Deputy Cable Secretary, will act as Cable Secretary during [] absence.

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b. We managed to clear up several minor deficiencies in our Outgoing Cable Form (see Tab G) and we handcarried a purchase requisition for 60,000 units through channels on 28 August. The contract with the manufacturer stipulates a partial delivery of 20,000 units by 15 October. The remaining 40,000 units are due by 1 December. An experimental order of 5,000 of this form was received during August and the FE Division is now using these. We are hopeful that the supply will see them through 15 October, at which time we should be able to release the new form for general use throughout the Agency. You may observe the improved legibility obtained with the new form by noting any cable distributed to the Director which originates within the FE Division. In addition to the improved legibility the incorporated die impressions make it unnecessary to maintain stock levels of the printed cable copy forms against which the Hecto Master is run. For this type of Master we require only plainpink Ditto paper. Procurement and maintenance of adequate stock levels of the dozen or more cable copy forms involved has been a constant source of trouble for ourselves and the stock people. I am sure we will all benefit greatly when we have reduced this problem to the maintenance of two forms (Outgoing and Incoming Hecto Masters) and adequate stocks of Ditto paper (yellow, white and pink). We are confident that by 1 December this will be accomplished. Our planning includes provision for almost complete utilization of an enormous stock of forms which will be rendered obsolete by 1 December 1953. A major change such as this one usually results in survey and disposal of considerable obsolete stock. However, we are pleased to reassure you that such is not the case in this instance. I mention this as no small accomplishment since more than 1,500,000 copies of forms were in stock or on order when we initiated a plan to change from one methods to another on 1 June 1953.

c. Progress report on DD/I Suspense items: During the month of August 1953, forty-five (45) messages were suspended for DD/I distribution. These items were acted upon as follows:

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(1) Released to DD/I, AD/CI and through added distribution --- 10.

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(2) Released through Preliminary Disseminations --- 27.

(3) Released to OCI via Teletype channels --- 4.

(4) Released to DD/I disapproved by the Foreign Divisions --- 4.

Those four cables which the Foreign Divisions disapproved for release to the DD/I were considered to be "too sensitive", "operational information", or "information received from another Agency", and the Cable Secretary concurred in the decisions of the Foreign Divisions. It is interesting to note the above figures in comparison with the previously submitted report. In the previous report the breakdown between those cables released to the DD/I through added distribution and those released through Preliminary Disseminations was equal --- i. e. 20 each. During the month of August the balance swung heavily to release by Preliminary Disseminations which attests to the fact that the Distribution Analysts in this office, in assigning distribution to the cables, are being more selective. It also means that the Field is complying with Headquarters instructions in separating their intelligence material from their operation material.

d. Attached as Tab E is a paper covering action to date regarding the implementation of a proposed pouchgram service.

e. Attached as Tab F is my reply to regarding the status of Covert Cable Procedures (Revised).

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f. You have seen, in a separate paper, our suggestions regarding the phrasing of paragraph 12 of Regulation 1-110, Subject: Organization and Functions, Office of the Director, with regard to the definition of the Mission of the Cable Secretary. I will take the necessary action to insure that the wording, as approved by you, is incorporated in the next revised publication of this regulation.

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g. During my absence I have designated [] as the person authorized to approve personnel actions for the Cable Secretariat personnel. [] is designated as approving authority for actions (promotions excepted).

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[]

Cable Secretary

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Attachments - Tab A through G

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MONTHLY TRAFFIC FIGURES**August 1953**

TYPE	TOTAL CABLES	TOTAL COPIES ISSUED	AVG. NO. OF COPIES ISSUED
IN Cables	5,402	79,947	14.8
IN Sensitive and Top Secret Cables	1,597	8,913	5.6
OUT Cables	2,805	40,672	14.5
OUT Sensitive and Top Secret Cables	717	3,728	5.2
Preliminary Dissems	253	5,819	23.0
TOTAL	10,774	139,079	
PREVIOUS MONTH	12,475*	166,865*	
DECREASE	1,701	27,786	

Cables selected and routed to the Director:

JUNE --- 799**JULY --- 797****AUGUST --- 921**

*These totals have been adjusted to eliminate the factor of non-CIA cables, which are no longer a responsibility of this office.

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<u>TYPE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>DECREASE</u>
IN Cables	6,406	5,402	1,004
IN Sensitive and Top Secret Cables	1,722	1,597	125
IN TOTAL	8,128	6,999	1,129
OUT Cables	3,003	2,805	198
OUT Sensitive and Top Secret Cables	1,030	717	313
OUT TOTAL	4,033	3,522	511
IN and OUT TOTAL	12,161	10,521	1,640
PDs	314	253	61
OVERALL TOTALS	12,475	10,774	1,701

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Percentile statistics separating traffic, on an Agency-wide basis, into the three categories of Operational, Administrative and Intelligence:

	<u>JULY</u>	<u>AUGUST</u>
Outgoing Operational	66.0	64.2
Outgoing Administrative	25.7	28.7
Outgoing Intelligence	8.3	7.1
Incoming Operational	64.5	69.9
Incoming Administrative	23.6	23.8
Incoming Intelligence	11.9	6.3

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JULY - 1953

	EE	FE	NE	SE	WE	WH	SR
Outgoing Operational	29.4	24.1	14.4	8.0	17.4	5.0	1.7
Outgoing Administrative	32.2	37.2	12.3	4.3	8.8	4.1	1.1
Outgoing Intelligence	27.4	36.5	9.7	4.5	12.8	5.5	3.6
Incoming Operational	30.2	28.1	11.2	7.0	18.7	3.4	1.4
Incoming Administrative	24.3	43.8	12.0	4.5	8.1	6.3	1.0
Incoming Intelligence	18.0	48.4	6.0	5.4	13.5	7.7	1.0

AUGUST - 1953

	EE	FE	NE	SE	WE	WH	SR
Outgoing Operational	24.6	30.6	14.1	9.0	14.5	4.7	2.5
Outgoing Administrative	18.7	43.6	14.4	5.5	10.0	6.1	1.7
Outgoing Intelligence	28.6	35.2	20.1	2.6	5.9	7.3	0.3
Incoming Operational	29.1	30.5	12.1	7.4	13.9	5.3	1.7
Incoming Administrative	21.0	44.7	12.9	4.8	9.3	6.3	1.0
Incoming Intelligence	14.6	53.7	13.2	5.0	7.0	6.2	0.3

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Percentile statistics on traffic exchanged with the overseas geographic areas represented by the various Foreign Area Divisions:

JULY - 1953

	EE	FE	NE	SE	WE	WH	SR
Total traffic, Incoming and Outgoing	28.3	32.1	11.8	6.4	15.3	4.7	1.4
Total traffic, Outgoing	29.9	28.5	13.5	6.8	14.8	4.8	1.7
Traffic, Outgoing, Non-Sensitive	31.0	30.8	11.5	6.3	13.5	5.0	1.9
Traffic, Outgoing, Sensitive and TS	25.7	19.6	21.6	8.7	19.5	4.0	9.0
Total Traffic, Incoming	27.4	34.1	10.7	6.3	15.6	4.6	1.3
Traffic, Incoming, Non-Sensitive	28.8	37.0	8.3	5.5	14.3	4.8	1.3
Traffic, Incoming, Sensitive and TS	23.0	23.4	20.1	8.7	20.0	4.2	0.6

AUGUST - 1953

	EE	FE	NE	SE	WE	WH	SR
Total traffic, Incoming and Outgoing	25.2	34.9	13.0	6.9	13.0	5.5	1.5
Total traffic, Outgoing	23.1	35.0	14.6	7.3	12.5	5.3	2.2
Traffic, Outgoing, Non-Sensitive	22.2	36.8	12.7	8.0	12.3	5.8	2.2
Traffic, Outgoing, Sensitive and TS	27.4	24.8	22.5	6.6	14.0	2.9	1.8
Total Traffic, Incoming	26.2	34.7	12.4	6.4	13.3	5.6	1.4
Traffic, Incoming, Non-Sensitive	26.5	37.2	9.2	6.3	13.5	5.8	1.5
Traffic, Incoming, Sensitive and TS	25.6	25.2	23.8	7.5	12.2	4.3	1.4

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Percentile statistics showing assignment of action on incoming cables or confirmation on outgoing cables by organizational component. (Those components receiving less than one percent of the total are ignored in this compilation.)

COMPONENT	<u>JULY</u>		<u>AUGUST</u>	
	OUTGOING	INCOMING	OUTGOING	INCOMING
EE	17.4	20.4	15.1	18.8
FE	24.2	30.4	27.5	29.4
NE	12.0	8.5	12.0	9.9
SE	6.8	6.5	7.2	6.7
SR	7.4	5.7	7.0	6.2
WE	9.5	9.6	7.9	7.7
WH	4.0	3.9	4.3	4.3
ST/D	-----	1.5	1.1	1.5
PP/IOD	2.1	2.2	1.0	1.7
TSS	-----	1.2	1.2	1.3
COMMO	3.5	4.2	4.2	4.6
FD	2.3	2.6	3.2	3.9

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13 August 1953

MEMORANDUM FOR: [REDACTED]

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SUBJECT : Transfer of Personnel Files

REFERENCE : Memorandum of Understanding, Subject,
"Administrative Support for Cable Sec-
retariat" (Approved by L.K. White,
22 July 1953)

1. Paragraph 6 of reference establishes the effective date of that document as being "upon activation of the DD/A career board". On 12 August 1953, I was advised that the DD/A board is now operative, and that the transfer of the Cable Secretariat personnel records and files from the Office of Communications is in order.

2. Accordingly I designate [REDACTED] Cable Sec-
retariat Executive Officer, to receive the records at the earliest time convenient to your staff.

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3. [REDACTED] of the DD/A office also informed me that he had notified the Personnel Office to register my name as the individual designated to initiate and forward personnel action requests on personnel assigned to this office. In view of this, it is requested that EA/DCI memorandum dated 24 November 1952, subject, "Delegation of Authority" which designates [REDACTED] to act in that capacity on our behalf be rescinded after the completion of the transfer of records.

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4. I wish to express my appreciation for the assistance, support and consideration which have been given to this office on personnel matters by you and by members of your office, particularly Messrs. [REDACTED] and the other board members.

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Cable Secretary

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